

RFQ NOTIFICATION SHEET
Office of Contracts and Rate Setting

State of Michigan
Department of Human Services

Notice of a request for quotations or a request for proposals is hereby given Pursuant to Act No. 124 of the Public Acts of 1999.

| | |
|--|-------------------------------------|
| Amount: \$70,000.00 per year \$210,000.00 per 3 year term of agreement | ITB Number DHS-SFSC-07-73002 |
|--|-------------------------------------|

| |
|--|
| Bid Description: Kinship Care provides services to referred clients who function as primary caregivers for their minor grandchildren and/or other related minor child(ren). The intent of the service is to provide supportive services to a high-risk population and to prevent the out-of-home placement of children and/or to facilitate the early return home of children who are currently involved in an out-of-home placement. |
|--|

| |
|---|
| Due Date For Response: July 27,2006 @ 3:00 PM |
|---|

| | |
|---|---------------------------------------|
| Contact Person Name: Richard Latinen | Phone #: (989) 758-1961 |
| E-Mail Address: latinenr@michigan.gov | |

REQUEST FOR QUOTE
Michigan Department of Human Services

Contract/RFQ Number: DHS-SFSC-07-73002

Bid Submission Due Date & Time: 3:00 PM July 27, 2006

Geographic Area to be Served: Saginaw County

Service Titles: Kinship Care Services

Anticipated Contract Begin and End Dates: 10-01-06 to 09-30-09

Method of Reimbursement: ☒ Actual Cost ☐ Unit Rate

Maximum Annual Contact Amount: \$ 70,000.00 per year

Issuing Office: Department of Human Services Saginaw County

Contact Person: Richard Latinen

Telephone #: 989-758-1961 Fax #: 989-758-1476

Email Address: latinenr@michigan.gov

Pre-proposal Conference: (Date, time, location) July 12, 2006 10.30 AM
(Please notify the contact person above if you plan on attending)

The Pre-Proposal conference will be held in the 4th floor conference room of the Jerome T. Hart State Office Building located at 411 E. Genesee, Saginaw, Mi. 48605

Bidder Questions Due Date & Time: July 10, 2006 via email to latinenr@michigan.gov

Submit 6 copies of the bid response and two copies of the budget document, in a separate sealed envelope to this address:

| | | |
|--|------------|-------------------|
| Saginaw County Department of Human Services | | |
| Office | | |
| 411 East Genesee, PO Box 5070 | | |
| Street Address | | |
| Saginaw | Mi. | 48605-5070 |
| City | State | Zip |

The bidder must submit all inquires regarding content via e-mail or surface mail. Bid responses must be submitted in person or via surface mail. Neither fax nor e-mail transmission of bid responses will be considered for award. If believes that clarification of its initial material is necessary, information will be posted to the RFQ web site. Likewise, if determines it is necessary to revise any part of this RFQ, addenda informing will be posted to the RFQ web site.

|Any bidder wishing to serve more than one geographic area must submit a separate bid response for each geographic location that they wish to serve. Bid responses that combine more than one geographic area will not be considered for award.

Bid responses that exceed the maximum annual dollar amount indicated for the RFQ will not be considered for award. The contract amount for subsequent years will be dependent on ' availability of funds and service needs. The established price per unit of service will be in effect for the entire period of the contract.

For the first contract period, the annual dollar amount will be prorated for the remainder of the year.

To be considered, bid responses must arrive at the Issuing Office on or before the date specified above. Bidders mailing bid responses should allow normal delivery time to ensure timely receipt of their bid responses.

Awards made as a result of this RFQ will require execution of a contract with . The contract will contain standard non-negotiable General Provisions. A copy of the General Provisions is available upon request.

Rating

All bid responses will be evaluated on the basis of rating criteria identified in the RFQ. Contracts will be awarded using a two-step process linking price and quality. The most recent audit of each bidder may be reviewed by , at its discretion, to determine the bidder's fiscal viability. may eliminate from the rating process any bidders that fail to pass this review. If the bidder has provided contractual services to previously, may consider reviewing monitoring and/or outcome information related to prior contracts.

| | |
|-------------------------------|--|
| Authority: P.A. 2080 of 1939. | Department of Human Services () will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a office in your area. |
| Completion: Mandatory. | |
| Penalty: Contract Invalid | |

BIDDER OVERVIEW

This Request for Quote (RFQ) package contains the following elements:

1. Cover Sheet
2. Description of Services for Bid
3. Rating Criteria
4. Request for Quote Policy
5. Bidder Information and Instructions
6. Bidder Response Section
7. Cost Quotation
8. Budget Completion Instructions

Description of Services for Bid

CONTRACTOR RESPONSIBILITIES

A. Geographic Area

The Contractor shall provide services described herein in the following geographic area: Saginaw County.

B. Location of Facilities

The Contractor shall provide services described herein at the following location(s):

Facility site TBD and in the homes of clients.

C. Client Eligibility Criteria

The target population is families with children who are at risk of out-of-home placement, maltreatment (abuse or neglect), adoption disruption, or delinquent behavior and includes risk factors such as low income, poor school performance, substance abuse, domestic violence, adoption disruption, etc. Contractors are required to document risk factors.

At Risk Families with Children defined for this Child Welfare fund source:

?? Families with children at risk of child abuse/neglect (maltreatment);

?? Families with children where the safety of the child or other family member is at risk;

?? Families with children experiencing crisis' that put children at imminent risk of removal;

?? Families with children with circumstances, behavior, history, etc. that put children at risk of out-of-home placement;

?? Families with children that are experiencing instability that can lead to out-of-home placement;

?? Families with children in placement where reunification is the goal;**

?? Children placed with grandparents or other relative caregivers;

?? Families adopting children from out of the foster care system when adoption is in the best interests of the children (children from foster care are an at-risk population).

?? Children in placement and/or waiting to be placed for adoption are at risk of multiple placements and/or languishing in the system;

?? Factors contributing to placing families with children at-risk include low income, single parent household, family contact with multiple agencies, domestic violence, special needs, substance abuse, delinquency, teen parent, homeless, severely distressed census tract/area, etc.

?? "Family" is broadly defined by federal legislation and includes biological, adoptive, foster, kinship, extended families.

2. Determination of Eligibility

The Contractor shall determine eligibility.

D. Credentials

The Contractor shall assure that appropriately credentialed minimum (Bachelor Degree) shall perform functions under this Agreement.

Service #1 of 5: KINSHIP CARE RESOURCE DEVELOPMENT

1. Activities the Contractor shall perform:

The Contractor shall:

- a. Develop and distribute informational and promotional program materials, including posters, brochures and flyers describing program services, activities and support groups in various locations and to various organizations that have access to the specific client group.
- b. Publicize the program in all county schools, all agencies servicing kinship care givers, and public and private agencies by sending written materials and arranging for speaking engagements.
- c. Update and maintain a specialized resource directory that identifies agencies/organizations that provide services including but not limited to child day care, respite and recreational resources, medical and mental health services, financial assistance, legal assistance, education, and guardianship.
- d. Provide speakers to community groups, churches, service clubs and civic organizations to provide information on the kinship caregiver program.
- e. Maintain records of all services provided including:
 - 1) Informational materials developed and distributed
 - 2) Number and group information for all Kinship caregivers public speaking engagements.
 - 3) Other

2. Volume of Service

The estimated number of eligible clients to be served during the contract agreement is: 100

3. Unit Definition(s): One unit equals one hour of the contractor's time in resource development, distribution of materials, and public speaking.

The estimated number of units of service to be provided per term of Agreement shall be: 125

Service #2 of 5: KINSHIP CARE ASSESSMENT/SERVICE PLAN

1. Activities the Contractor shall perform:

The Contractor shall:

- a. Provide direct service staff with a minimum of a bachelors degree.
- b. Receive written referrals made by DHS and/or any other public or private agency. Referrals must include, but not be limited to client name, address, telephone number, and reason for referral.
- c. Provide an intake interview within (seven) 7 working days of each referral, followed by an initial written assessment/service plan within 15 working days for the purpose of gathering basic information.

Inform kinship/grandparents of support group sessions, and invite them to attend a support group.

Offer additional outreach services including additional telephone contacts and up to 2 additional in-person contacts for kinship/grandparents who may need to build trust before accepting services

Inform kinship/grandparents about the program and its benefits.

- d. Ensure that the short-term focus of the service plan is on problem solving to address the immediate needs of the kinship/grandparents and/or children.
- e. Ensure that the long term focus of the service plan is on self-sufficiency, improved life skills, development of improved relationships within the family unit, empowerment, and building links to other family and community resources.

- f. Develop a written Kinship Care Giver Outreach Service Plan for each kinship care giver program participant eligible for the provision of services including, but not limited to
 - 1. Identification of the kinship/grandparent and grandchildren and/or a relative's minor child(ren).
 - 2. Identification of problems and needs, such as caregiver's or family needs for respite care, legal assistance, or emergency needs services
 - 3. Identification of services to be utilized for the purpose of resolving identified problems and needs.
 - 4. Establish outcome goals, objectives and timeliness for the completion of activities and/or services to resolve identified problems and service needs.
- g. Ensure that the service plan is presented to, reviewed by, and signed by both the individual (kinship caregiver) and the contractor in order to document and specify the types of services and/or activities to be provided in order to attain outcome goals and objectives.
- h. Maintain a copy of each individual service plan.
- i. Follow-up with kinship/grandparents on a monthly basis to ensure participation in workshops, support groups, etc.
- j. Provide outreach services to the kinship caregivers to include but not limited to;

In-home assessments for service planning with kinship caregivers to include; the need for counseling services, peer support groups, financial assistance, legal advocacy, health intervention, and emergency needs.

Accompany kinship care givers in attendance at court hearings, school conferences and meetings with attorneys.

- k. Make available to kinship caregivers/grandparents information on child day care, respite and recreational resources, medical and mental health services, financial assistance, legal assistance, education, etc. The necessary forms for temporary guardianship must also be made available. Assistance in filling out these forms will be provided.

- l. Utilize community support groups to provide support in specific areas such as substance abuse, parenting skills, stress management, and coping skills.
- m. Assist in supporting continued economic self-sufficiency of kinship caregivers/grandparents in meeting financial expenses resulting from the responsibility of kinship care.
 - 1. Document and support unmet needs or barriers to services.
 - 2. Coordinate with other organizations within the community in assisting with direct services to clients including but not limited to: food, clothing, financial, medical, legal services and dental care.
 - 3. Provide specific assistance to families, after all resources have been exhausted;

An average amount of \$50 per family per year can be expended during the contract year.

Specific assistance may include, but not be limited to food, clothing, bedding, legal fees, school supplies, and transportation costs (bus tokens, taxi fare, etc.)

All expenditures must be verified by a bill or receipt, signed by the program coordinator.

- n. Document and maintain records of services provided including each kinship or grandparent's individual service plan, documentation of unmet needs, barriers to services, outreach services provide, and types of specific assistance provided..

2. Volume of Service

Clients - The estimated number of clients to be served during the period of this Agreement shall be: 100

- 3. Unit Definition(s): One unit equals one family served for up to one year including assessment, service plan, follow-up, and outreach services.

The estimated number of units of service to be provided per term of the Agreement shall be: 100

Service #3 of 5: WORKSHOP – DEVELOPMENT AND FACILITATION

1. Activities the Contractor shall perform:

The Contractor shall:

- a. Design and provide special events/workshops on kinship/grandparent care education to provide opportunities for learning through written materials and discussions. Each workshop session shall be 1-1/2 hours and have a minimum of three (3) attendees and a maximum of twenty-five (25) attendees.
- b. Provide workshops on several topics to include (but not limited to)

Community and personal resources
Stress management/stress reduction techniques
Health care prevention issues/child health & development
Family dynamics
Legal issues specific to kinship/grandparent caregivers
Substance abuse prevention/education
School involvement and advocacy
Child rearing with children that are experiencing losses, poor self-esteem and /or emotional problems
Abandonment, anger and sadness that are experienced and expressed by children being raised by relatives
Parenting
Grief and Loss
Conflict Resolution
Communication
Safety
- c. Provide workshops at locations accessible to customers. Contractor is responsible for providing or arranging for clean, adequate meeting rooms. Workshops will be held during both day and evening hours in order to facilitate the schedules of customers.
- d. Provide on-site childcare for children of the participants during the weekly workshop sessions. (Daycare costs cannot exceed DHS approved Day Care Rates)
- a. Document and maintain written records of each workshop including; date of workshop, begin and ending times, names and addresses of attendees, topics covered, and daycare information,

2. Volume of Service

Workshop/Development & Facilitation - The estimated number of workshops to be provided during the period of this Agreement shall be: 20

3. Unit Definition(s): One unit equals one workshop that is at least 1-1/2 hour(s) long, and attended by a minimum of three (3) attendees and a maximum of twenty-five (25) attendees.

The estimated number of units of service to be provided per term of Agreement shall be: 20

Service #4 of 5: KINSHIP/GRANDPARENT SUPPORT GROUPS

1. Activities the Contractor shall perform:

The Contractor shall:

- a. Provide support group recruitment activities through the development of a brochure to be distributed to human service agencies and schools.
- b. Conduct a minimum of one (1) support group meeting monthly. Each support group meeting shall have a minimum of three (3) and a maximum of twenty-five (25) participants. Each meeting will last a minimum of one (1) hour.
- c. Ensure that the support group is facilitated by an employee of the agency with a minimum of a bachelors degree in social work, counseling or related field.
- d. Promote attendance at support group meetings by;

Providing on-site daycare during the support group meetings

Providing transportation to and from the support group meetings

Planning and conducting two (2) intergenerational events to allow kinship caregivers/grandparents and their children the opportunity to interact with persons who have similar life experiences. Provide refreshments |dinner entertainment |recreations activities in the form of games, music, dancing, and other group activities at these events.

- d. Maintain a written listing of participants in each support group. Provide a listing of families served to the referring agency on a monthly basis.

2. Volume of Service

Kinship/Grandparent Support Groups - The estimated number of Kinship/Grandparent support groups to be provided during the period of this Agreement shall be: 12

3. Unit Definition(s): One unit equals one Kinship/Grandparent support group that is at least 1-1/2 hours long, and attended by a minimum of three (3) attendees and a maximum of twenty-five (25) attendees.

The estimated number of units of service to be provided during the term of the Agreement shall be: 12

Service #5 of 5: RESPITE CARE

1. Activities the Contractor shall perform:

The Contractor shall:

- a. Recruit respite care providers from community agencies unless the provider is a relative of the senior and the relative is identified by the senior as the preferred provider of respite care.
 - 1) Reimburse respite care expenses (at rates not exceeding DHS approved day care rate) to the provider after the service has been provided
 - 2) Approval to expend funds for respite care shall be based on a two-step approval process – the case manager and the supervisor's signature shall be required to authorize payment
 - 3) Respite care services shall be provided in the home of the senior functioning as the primary caregivers for their grandchildren or a relative's minor grandchild(ren) or at an alternate location and /or activity approved by the senior.
 - 4) Respite care services shall not be provided on an overnight basis under any circumstances.
- b. Offer respite care to kinship caregivers/grandparents by providing opportunities at community sites for children, including but not limited to:
 - ◆ Day camps
 - ◆ Movies

- ◆ Roller skating
- ◆ Snack activities

No overnight respite is allowable.

- c. Arrange for the provision of respite care for Kinship caregivers/grandparents who are identified with a need due to illness, stress, or other relevant casual factors.
- d. Total payments for respite care shall not exceed an average of \$50 per family child per year. Payments cannot exceed DHS approved day care rates.
- e. Document and maintain records including but not limited to:
 - 1) Names and addresses of kinship/grandparent caregivers
 - 2) Names and addresses of children in care
 - 3) Dates and types of respite care provided.
 - 4) Total (cumulative) hours of respite care used per family

2. Volume of Service

Clients - The estimated number of eligible clients to be served during the period of this Agreement shall be: 60

- 4. Unit Definition(s): One unit equals one hour of respite care per child provided to the family. The estimated number of Respite Care units of service to be provided during the period of this Agreement shall be: 1200

The estimated number of units of service to be provided services during the term of the Agreement shall be: 1200

REQUEST FOR QUOTE - RATING CRITERIA

This request for quote/proposal will not be reviewed and the bidder will be disqualified from further consideration for award if bid materials are not submitted by the due date.

Request for Quote (RFQ) proposals will be rated by a Rating Committee according to the following criteria:

I. Bidder's Experience/Qualifications

(Maximum points 30)

A. Agency

1. Has bidder ever performed similar services for or another purchaser?

B. Staff

1. Do the position descriptions for direct services staff persons require experience in this or related services?
2. Does the administrative staff who will provide administrative oversight have experience in this or a related service?

C. Performance

1. If this or similar services were provided to previously:
 - . Was satisfied with the quality of services provided?
 - . If not, did the bidder submit and implement appropriately corrective action plan?

II. Program Implementation (Work Plan)

(Maximum points 30)

A. Service Delivery

1. Are step-by-step service activities described in detail?
2. Does the bid response adequately describe how the bidder will encourage participation?
3. Does the bidder demonstrate the ability to collaborate and coordinate services with other agencies?

B. Staffing

1. Does the organizational chart describe appropriate lines of supervision and authority to assure efficient delivery of service and contract compliance?
2. Does bid response include adequate descriptions of roles for administrative staff, direct service staff and other supportive personnel?
3. Does the direct service staff have a minimum of a Bachelors Degree?

C. Support Activities

1. Is the facility large enough to meet the demand for services in the geographic service area?
2. Does the bidder identify an adequate plan to assure an appropriate level of client confidentiality?

III. Outcomes

(Maximum points 20)

- A. Were outcomes of services provided to satisfactory?
- B. Was the bidder able to demonstrate ability to establish and achieve outcome goals?
- D. Does the bidder demonstrate an ability to perform follow-up with clients and assess effectiveness of its services?

IV. Fiscal Resource Allocation

(Maximum points 20)

- A. Does bid response demonstrate that the bidder's resources can provide a consistent capacity to sustain an adequate level of service throughout life of the agreement?
- B. Is supervisory and administrative support adequate to support the provision of service activities?
- C. Are the number of direct staffing hours adequate to deliver the level of service, as identified in both the fiscal and Narrative portions of the bid response?
- D. Are the resources (budgeted details such as salaries, occupancy, communication, supplies & equipment, transportation, contracted services, and miscellaneous) reasonable to accomplish the bidder's work plan, and reasonably

adequate to provide a consistent level of service throughout the life of the agreement?

- E. Are the resources identified in the narrative portion of the proposal consistent with those in the budget?
- F. Is the quantity of resources appropriate and reasonable for the level of proposed services?
- G. Does the bid response include unallowable costs that will impact the ability of the bidder to implement the work plan?

Price Competition

Competitiveness in pricing will be determined using a formula that will divide the lowest bid price (from that region) by the bidder's price, and then multiply that by the bidder's initial score, determined through the above rating criteria.

REQUEST FOR QUOTE POLICY

General Information

This Request for Quote (RFQ) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Department of Human Services.

1. Contract Award

Contract award negotiations will be undertaken with those Contractors whose bid responses, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

The contract entered into will be that contract most advantageous to , price and other factors considered. reserves the right to consider bid responses or modifications thereof received at any time before award is made, if such action is in the best interest of .

If a contract is awarded, the selected bidder will be required to comply with standard, non-negotiable General Provisions, which will be a part of the contract.

2. Rejection of Bid Responses

reserves the right to reject any and all proposals received as a result of this RFQ, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of . This RFQ is made for information or planning purposes only. does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

3. Incurring Costs

The State of Michigan is not liable for any cost incurred by the Contractors prior to issuance of a contract.

4. Inquiries

Questions regarding content of this RFQ must be submitted in writing to the Issuing Office. All questions must be submitted on or before the date specified on the cover sheet.

5. Amendment to the RFQ

In the event it becomes necessary to revise any part of this RFQ, addenda will be posted to this website.

6. Response Date

To be considered, bid response must arrive at the Issuing Office on or before the date and time specified in the cover sheet. Bidders mailing responses should allow normal delivery time to ensure timely receipt of their bid responses.

7. Bid Response

To be considered, bidders must submit a complete response to this RFQ, using the exclusively the format provided in the "Bidder Response to ". Bid Responses must be signed by an official authorized to bind the bidder to its provisions. The bid response must remain valid for at least 90 days.

8. Acceptance of Bid Response Content

The contents of the bid response of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

9. Economy of Preparation

Bid Responses should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFQ.

10. Prime Contractor Responsibilities

The selected Contractor will be held accountable for all services offered in the bid response. Further, the State will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

11. News Releases

News releases pertaining to this RFQ on the service, study, or project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office.

12. Disclosure of Proposal Contents

Bid Responses are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442).

13. Independent Price Determination

- a. By submission of a bid response, the bidder certifies:
 - 1) The prices of the bid response have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - 2) Unless otherwise required by law, the price quotation in the bid response has not and will not be knowingly disclosed by the bidder to any potential bidder;
 - 3) No attempt has been made or will be made by the bidder to induce any other person or agency to submit or not to submit a bid response for the purpose of restricting competition;
 - 4) The price quoted is not higher than that given to the general public for the same service.
- b. Each person signing the bid response certifies that:
 - 1) She/he is the person in the bidder's organization responsible within that organization for the decision as to prices being offered in the bid response, and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above; or
 - 2) She/he is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the bid response, but that she/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to a. 1, through 4 above, and as their agent does hereby so certify; and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above.
- c. A bid response will not be considered for award if the bidder is found to be noncompliant with any part of section 13 unless the bidder furnishes with the bid response a signed statement which sets forth in detail the circumstance of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

BIDDER INFORMATION

1. To receive reimbursement from the State of Michigan, a Contractor must be registered as a vendor on the Michigan Accounting and Information Network (MAIN)

To register on MAIN:

- Click on <http://www.cpexpress.state.mi.us/>
 - Follow directions.
2. **Proof of public liability insurance** must be provided to prior to the time the contract is executed (issued).
 3. If portions of the services are being subcontracted, the bidder must identify the services the subcontractor will perform and provide all information requested, (including a budget) as it applies to both the bidder and the subcontractor(s).

A contractor is responsible for the performance of any subcontractors who are held to the same standard of quality and performance as the contractor. Raters of bid responses will consider the qualifications of both the contractor and subcontractor when making contract award recommendations.

4. In completing the bidder response, please note the following:
 - The bid response should be paginated, except for attachments
 - Font size should be 12 or larger
 - Observe restrictions on number of pages. Restrictions do not include resumes, position descriptions, organizational charts or other attachments.

BIDDER RESPONSE SECTION

1. Bidder Name: _____

2. Bidder Mailing Address: _____

Bidder E-mail Address: _____

Bidder Fax Number: _____

3. Bidder Mail Code: _____ (Identified when registering on **MAIN**. See previous page)

4. Type of Organization: (Check one). Individuals are private proprietary.

_____ private, non-profit _____ private, proprietary _____ public _____ university

5. Bidder's fiscal year begin date: _____ (day and month)

6. Bidder's representative who is the authorized negotiator for the bidder.

(Name)

(Telephone Number)

7. Statement of Intent

The bidder hereby assures that the Request for Quote has been reviewed by the organization's governing body and that body has authorized submission of a bid response; that the person identified above as "bidder's representative who is the authorized negotiator" has been authorized by the governing body to represent the organization for the purposes of the submission of a bid response and contract negotiation; and that the organization intends to provide services according to the information contained in this Request for Quote, if selected and funded to do so.

Signature of Organization
President or Director

(Date)

Typed Name of Organization
President or Director

(Date)

A. Bidder Experience/Qualifications

Provide the following information:

AGENCY

1. Has your agency ever performed similar services for or another purchaser?
2. List all contracts with and other agencies that have been in place within the past 3 years.
3. Prepare a narrative description of prior experience providing this or a similar service. Include the following information:
 - Brief description of service provided;
 - Recipient of service;
 - Dates of service provision;
 - Describe the similarity between related services the bidder has provided and the services being bid;
 - Name and telephone number of a contact person for each individual or agency for whom similar services were provided.

STAFF

1. Using Staffing Allocation and Qualifications, CM-011, (attachment A) provide the requested information for each service for which a bid response is submitted:
 - Provide position descriptions for all positions included in the price quotation. Identify the positions current staff will fill if the contract is awarded to the bidder. Identify specific experience current staff has as it pertains to the services to be provided. Include resumes for all current staff who will provide services if the contract is awarded to the bidder.
 - For each position, list the number of hours and the number of weeks to be committed to the services being bid.
2. Provide an organizational chart that shows the structure that will be used to provide services if the contract is awarded. This should show who in your organization will be responsible for reporting to the ' Contract Administrator (CA). Please make sure position titles on the organizational chart match title designations referenced elsewhere in the bid response.
3. Attach position descriptions and degree credentials for each direct service staff involved in the delivery of services.
4. Describe the relevancy of administrative staff's experiences in providing oversight for the delivery of the service activity.

PERFORMANCE

1. Describe at a minimum and document if possible the satisfaction level of other agencies for whom you have provided a similar service.
2. Specify if a corrective action plan was developed and implemented to address any

perceived weaknesses of the service.

B. Work Plan (Program Implementation)

In narrative form, please describe how the bidder would implement the program described by . Include the following information and identify each section by number and heading indicated below.

1. Prepare a step-by-step description of the way in which service would be provided to a client.
2. Describe how your agency will engage clients and encourage client participation.
3. Describe how your agency coordinates and collaborates with other agencies within the community.

Staff Allocation

1. Submit an agency organizational chart depicting the lines of management and supervision which designates the lines of authority to effectively deliver services to clients and maintain contract compliance
2. Describe the roles of management, direct service staff, and supportive staff and how they relate to the effective delivery to clients.
3. Confirm ability to provide service on the identified start date of the contract.

SUPPORT ACTIVITIES

1. Describe your facilities and is the facility large enough to meet the demand for services in the geographic service area?
2. Describe you plan to assure an appropriate level of client confidentiality.

C. Outcomes

1. Specify the number of clients expected to achieve the desired outcomes.
2. Identify anticipated outcomes for the services to be provided.
3. Describe you plan to follow-up with clients in order to assess the effectiveness of the service.

E. Budget Completion

Complete the following Price Quotation sheet and a Budget Statement (CM-468) and Budget Detail Sheets (CM-468A) (http://www.michigan.gov/documents/CM-468ex_15681_7.xlt) in accordance with instructions. The bidder should complete the Budget forms only for the first 12 months if the bid response is for a multi-year period.

The bidder should submit price quotation and budget in an envelope separate from the rest of the bid response.

- If the initial period of the contract is for less than 12 months, a prorated contract amount will be calculated accordingly.
- The price established and approved by will be in effect for the entire period of the contract and cannot be changed during that time.

F. Budget Narrative

Use the attached Resource Grid (CM-0043), (attachment B) to provide a narrative description of all resources the bidder requires to meet the requirements of the contract. Please be as brief as possible, while including all pertinent information.

1. Itemize (without indicating actual dollar amounts) the types of employees benefits offered, the square footage of each facility, supplies, travel mileage and other resources included in your budget. Be as specific as possible and quantify all resources whenever possible.
2. If resources will be provided through another source, identify the source and type of funds to be used. All match and in-kind funding should be identified and explained.

This information will be used to determine whether or not the resources included in the price quotation are adequate to provide the services wishes to purchase as stated in the RFQ. The budget narrative will be compared to the price and budget documentation for each bid response submitted by an individual specifically assigned to conduct a fiscal review.

NOTE: Do not include figures that would indicate the dollar amount of bid response or unit cost in this section. Dollar amounts should be stated in the sealed price/budget portion of your response.

BIDDER NAME:

PRICE QUOTATION

Use this form to state the price offered to for the service to be provided. The price quoted is to be per unit of service as defined in the service description in the RFQ and extrapolated from the budget information provided. Please identify the service being bid, using the title as shown in the RFQ.

Service #1:

Unit Definition:

a. Price per unit of service: \$_____/unit

Service #2 (if applicable):

Unit Definition:

a. Price per unit of service: \$_____/unit

Service #3 (if applicable):

Unit Definition:

a. Price per unit of service: \$_____/unit

Service #4 (if applicable):

Unit Definition:

a. Price per unit of service: \$_____/unit

Bidder: Submit this form in a separate envelope with the budget.

BIDDER RESPONSE: STAFFING ALLOCATION AND QUALIFICATIONS

Michigan Department of Human Services

| | | | | | |
|--------------------------------------|------------------|-----------------------|------------------------|-----------------------|-----------------------|
| Bidder Name * | | | | | |
| County | | | Type of Service | | |
| CATEGORY | POSITIONS | RATE/ HOUR | HOURS/ WEEK | # OF WEEKS | QUALIFICATIONS |
| **MANAGERIAL/ SUPERVISORY | | | | | |
| DIRECT SERVICE | | | | | |
| SUPPORT STAFF | | | | | |

* Please provide information on staffing only for services to be provided for the request for quote/contract.

**Managerial/supervisory refers to administrative positions. If a position is both administrative and direct service, prorate the position into the correct categories.

Department of Human Services () will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a office in your area.

RESOURCE GRID

MICHIGAN DEPARTMENT OF HUMAN SERVICES

* Do not include dollar amounts.

** List any match resources your agency will be providing and the fund source of that match.

| Resource | Description |
|--|-------------|
| Employee Fringe Benefits (FTEs by position) | |
| Occupancy (square feet and number of Facilities) | |
| Communications (fax, telephone, number of lines and phones) | |
| Supplies (general, program, duplicating) | |
| Equipment | |
| Local Transportation (number of miles for client transportation) | |
| Contractual Services | |
| Specific Assistance to Individuals | |
| Miscellaneous | |

Department of Human Services () will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a office in your area.